

PUTNAM TOWNSHIP ZONING BOARD OF APPEALS INFORMATION SHEET

The Putnam Township Zoning Board of Appeals (ZBA) hears and decides on requests for variances to the Zoning Ordinance requirements as well as appeals of administrative zoning decisions. The ZBA is made up of seven members, with two alternates, all appointed by the Township Supervisor and approved by the Township Board.

This information is a summary of the ZBA's authority, hearing procedures, and requirements. It is the responsibility of each applicant to review the Zoning Ordinance in order to comply fully with its requirements and procedures.

Applications to the ZBA are made by filing a completed Zoning Application and accompanying documents (listed below) with the Township's Zoning Administrator. Meeting dates are determined by the Chairperson and start at 7:00 p.m. At the meeting, the ZBA will hold a hearing on the application, where any member of the public who wishes may speak on the case(s) being heard at that meeting. ZBA cases require notification to all neighbors located within 300 feet of the subject property.

The ZBA possesses limited and specific powers. It may not change the zoning district classification of any property. It may not change any of the stated terms of this chapter. It has powers to act on those matters where this chapter provides for an administrative review, interpretation, and to authorize a variance as defined in this section and in the Laws of the State of Michigan.

A. The powers of the ZBA include:

- (1) Administrative review. To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision or refusal made by the Zoning Administrator, any other administrative official, or anybody acting in an administrative capacity in carrying out or enforcing any provisions of this chapter.
- (2) Interpretation of the Zoning Ordinance, including the Zoning Map. To make interpretations of the text of the Zoning Ordinance and of the Zoning Map, including the verification of definite boundaries between zoning districts, and the location of proper setback lines, in the event that such boundaries or locations should be unclear or subject to dispute.
- (3) Variances. To authorize nonuse variances from the strict application of the provisions of this chapter. In granting a variance, the ZBA may attach thereto such conditions regarding the location, character, and other features of the proposed uses as it may deem reasonable in furtherance of the purpose of this chapter. In granting a variance, the ZBA shall state the grounds upon which it justifies the action.

B. The ZBA shall not have the power to grant variances to uses allowed in the zoning districts.

Hearings

All ZBA meetings are held at the Township, 3280 W. M36. When your case is heard, the applicant and any member of the public is given a chance to speak and present any relevant facts or evidence. The applicant or a representative must attend the meeting so that any questions the ZBA may have can be answered.

The approval of a majority of the membership of the ZBA (at least 4 votes) is needed in order to grant any request. The decision of the ZBA is final, but any decision may be appealed to the County Circuit Court.

The ZBA may impose reasonable conditions on any approval. Decisions of the ZBA run with the land. However, if no building or land use permit related to the approval has been applied for within 1 year of the ZBA's decision, the approval becomes void.

Applications to the ZBA must be accompanied by a Zoning Application form, any required fees, and a Zoning Board of Appeals Checklist, which includes the standards for granting a variance. A narrative describing how each standard is met can be written on the checklist form, or it may be a separate document.

Any questions about the Zoning Board of Appeals should be directed to the Zoning Administrator, who can be reached at:

Putnam Township Hall
3280 W. M36
Pinckney, MI. 48169

Telephone: (734) 878-3131
Fax: (734) 878-2545

Office Hours: Monday thru Friday, 9:00 am until 5:00 pm.
Closed from noon until 1:00 pm

**ZONING BOARD OF APPEALS CHECKLIST
PUTNAM TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

ADDRESS OF PROJECT _____

APPLICANT _____

Deadline: The items required below must be submitted at least **30 days** prior to the meeting of the Zoning Board of Appeals (ZBA). The ZBA meets at the call of the Chairperson, meetings start at 7:00pm. The Zoning Administrator shall determine if the application is complete before accepting the application. Incomplete applications will not be processed until all materials are received.

In granting a variance or miscellaneous permit, the ZBA may attach conditions regarding the location, character, and other features as deemed reasonable.

This ZBA application is for a (check only one):

- MISCELLANEOUS PERMIT:** Permits for temporary uses, including (but not limited to) the moving of buildings and structures and the holding of circuses and carnivals (see Zoning Administrator). Complete Section A.
- NON-USE VARIANCE:** Complete Section A and Section B.
- APPEAL OF AN ADMINISTRATIVE DECISION:** Complete Section D (Page 5).
- INTERPRETATION:** Complete Section E (Page 5).

For more information, a Zoning Board of Appeals Information Sheet may be obtained from the Zoning Administrator. For help completing this checklist, contact the **Zoning Administrator:** Putnam Township Hall, 3280 W. M36, Pinckney, MI. 48169 Telephone: (734) 878-3131; Fax: (734) 878-2545

Section A: Miscellaneous Permits and All Variances (check off each item as it is completed)	
	A fully completed zoning application.
	Application/escrow fee.
	This checklist, filled out completely.
	Ten copies of a detailed <u>site plan</u> , drawn to scale. If the site plan cannot be drawn at a scale that shows sufficient detail on a maximum 11" x 17" sheet, large scale copies (maximum size 24" x 36") must be submitted. The site plan shall show:
	Existing improvements and structures, with outside dimensions (if applicable).
	Existing setbacks of all main and accessory buildings from all property lines.
	Required setbacks as listed in the Zoning Ordinance.
	All proposed improvements, with proposed setback distances and other dimensions as applicable (i.e., height of the structure).
	Highlight the location of the requested variance(s) or temporary use on the plan.
	Other items (maps, photos, etc.) necessary to support this application. (Please list)
	Staking. See <i>Staking Requirement</i> , below. Please check this box to acknowledge notification of this requirement.

Staking Requirement: An applicant for a variance is required to stake the corners of all structures or additions that require a variance, at least seven (7) days prior to the scheduled ZBA meeting. This allows the members of the ZBA to see the potential impact of the proposed request.

SECTIONS B AND C: Variance Justification

To complete Section B or C, a narrative must be provided with your application demonstrating how the request meets the standards for a variance in §340-170 of the Zoning Ordinance. To aid you in completing this narrative, you may fill in the appropriate spaces on this checklist, or you may complete a separate narrative. There must be a response for each of the listed standards. When preparing your application, provide as much detail as possible for each standard. The italicized text is not included in the ordinance, but simply restates the intent of the review standard and is strictly for the use of the applicant in completing the required narrative.

<p>Section B: NON-USE VARIANCE Standards of Review (see §340-170) Attach a narrative or write in the space provided below to address each of the following Standards. Please write legibly.</p>
<p>That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions include:</p> <ul style="list-style-type: none">i) Exceptional narrowness, shallowness or shape of a specific property;ii) By reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure;iii) By reason of the use or development of the property immediately adjoining the property in question; whereby the literal enforcement of the requirements of the Ordinance standards would involve practical difficulties;iv) Any other physical situation on the land, building or structure deemed by the Zoning Board of Appeals to be extraordinary. <p><i>What physical characteristics of the property exist that prevents the proposed project from complying with the requirements of the Ordinance?</i></p>
<p>That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent in nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.</p> <p><i>Is this a reasonably uncommon situation, or does it exist in many places throughout the township? If it is a common situation, the variance should be denied and the zoning ordinance revised to address the issue.</i></p>

Section B: NON-USE VARIANCE Standards of Review (see §340-170) Attach a narrative or write in the space provided below to address each of the following Standards. Please write legibly.

That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance. *If this variance was not granted, would it prevent the applicant from doing something that anyone else in the same district is permitted to do? The variance will not be granted if the only justification for complying with the ordinance is that it may cost more.*

The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood. *If granted, would the project harm the use and enjoyment of adjacent properties, such as a loss of privacy, etc.?*

The variance will not impair the intent and purpose of the township ordinance. *If granted, would the variance compromise the purpose for which the regulation was written?*

That the immediate practical difficulty causing the need for the variance request was not created by any affirmative action of the applicant. *Did the applicant take some action that caused the need for the variance, such as altering the physical character of the property, or other direct action?*

Section D: Appeals of Administrative Decisions	
	A detailed description of the circumstances of the case.
	Site plans, if necessary, to illustrate the conditions and circumstances related to the appeal.
	A narrative describing the reason for the appeal and the desired action.

Section E: Interpretations	
	Describe the property or area affected by the request.
	For text interpretations, cite the specific Ordinance requirement for which an interpretation is sought.
	For map interpretations, include a copy of the section of the Zoning Map in question (see the Zoning Administrator).
	A narrative describing the circumstances regarding the interpretation and the requested outcome.